

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978
CEMRO-EM

DM 500-1-2

Memorandum
No. 500-1-2

1 August 1992

Emergency Employment of Army and Other Resources
OMAHA DISTRICT EMERGENCY OPERATIONS CENTER (EOC)
ACTIVATION, AUGMENTATION, AND OPERATION

1. Purpose. To prescribe policy, responsibilities, and procedures for the activation, staffing, operation, and maintenance of the Omaha District Emergency Operations Center (EOC) and the Omaha District Emergency Relocation Site (ERS) Emergency Operations Center (ERS-EOC).

2. Applicability. Applicable to all Omaha District offices elements and personnel assigned responsibilities in the EOC.

3. References.

- a. AR 500-60, Disaster Relief
- b. AR 500-70, Military Support of Civil Defense
- c. ER 500-1-1, Natural Disaster Procedures
- d. ER 500-2-1, National Emergency Procedures
- e. Omaha District Emergency Action Procedures (classified) (OD EAP)
- f. Omaha District Continuity of Operations Plan (classified) (OD COOP)

4. Definitions.

a. Omaha District-EOC. A designated room located within the Omaha District Office which serves as the command and control center for the emergency activities of the District. It functions consistent with the particular emergency/exercises situation for which it was activated. It is maintained in a state of readiness by the Chief, Emergency Management Division. Under emergency/exercise situations, the EOC is activated and staffed with personnel representing appropriate elements of the District.

b. ERS-EOC. A facility, located outside of the Omaha District Office space, which when activated, will operate in the same manner as the EOC. Refer to the OD COOP. Location of the ERS is classified.

This memorandum supersedes DM 500-1-2, dated 24 August 1983.

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c. Emergency/Exercise. Circumstances demanding immediate action in implementing Defense Readiness Conditions (DEFCONS), Continuity of Operations Plans (COOP), Mobilization, or national/natural emergency plans requiring Omaha District assistance.

d. EOC-EOM. The Chief, EM or his/her authorized representative shall be referred to as the emergency operation manager (EOM) and shall be in overall control of the EOC.

e. Crisis Management Team (CMT). Predesignated individuals who are members of the District's organizational elements that, when notified, report to the EOC for duty during an emergency/exercise.

f. Shift Leader. A member of the CMT specifically designated by the EOM as being in charge of the EOC for a designated time period or shift.

g. Briefing Officer. An individual designated by the EOM with the responsibility of conducting briefings as required and requested.

5. Activation.

a. Procedure.

(1) At the direction of the Omaha District Commander or his authorized representative.

(2) By direction of the Chief, EM, as the EOM, or authorized representative.

b. Organization. See organization chart in appendix B.

c. EOC Layout. See appendix F.

d. Activation Message. See appendix C for sample message.

e. Activation Checklist. See appendix E.

6. Operating Procedure.

a. General. When activated, the EOC will operate on a shift basis, 24 hours per day, seven days a week or as otherwise ordered by the Chief, EM. Assignments to the EOC as outlined in appendix D. Personnel performing duty in the EOC are relieved from their normal duties.

b. Staffing. The EOC will be staffed by the CMT, appendix D. All CMT personnel will be issued an identification (ID) tag. The ID tag must be worn by the individual at all times while in the EOC and must be visible to gain entrance into the EOC. Personnel will be assigned to full-time shifts for operations, or to on-call duty operations as directed by the EOM.

7. a. Deactivation.

a. Procedure. Deactivation of the EOC(s) will take place on order of the District Commander, or upon direction of the Chief, EM, as authorized representative. When the situation warrants, the EOM may recommend a reduction in operations or a total deactivation. The EOM will notify all concerned of any changes in EOC operations. Notification message sample in appendix G.

b. Checklist. See appendix H.

8. Functions of EOC.

a. General.

(1) Provides a central control point for emergency operations and enables effective coordination during an emergency/exercise.

(2) Is the central control point for collection and dissemination of essential information.

(3) Is the point of notification requiring action on all District-related problems pertaining to the emergency/exercise.

(4) Serves as the central point of contact for monitoring actions and maintaining current status of District actions in support of the emergency/exercise.

(5) Centralized office to assure the coordinated evaluation of District effectiveness in support of the emergency/exercise.

(6) Serves as the central point of contact for damage assessment, mitigation and/or for response and recovery operations.

(7) Functions as the District point of contact with operation centers of higher, lateral, or subordinate commands and agencies as required.

(8) Training area for the augmentees on EOC procedures contained herein to ensure efficient operation when activated.

b. Specific Internal Procedures.

(1) Upon activation of the EOC, A Daily Staff Journal (DA Form 1594) as shown at appendix I, will be prepared and maintained at the desk of the shift leader.

(2) EOC personnel involved in any action which may be considered significant, important, or contributing to a more thorough understanding of the situation, will prepare, a Journal Entry Worksheet Sample Format, appendix J, in duplicate for submission to the shift leaders. Instructions for preparation of both the daily staff journal and journal entry worksheet sample format are contained in appendix K.

(3) Actions taken by the EOC staff fall into functional categories. These actions will include responses to the District executive staff for information or action and responses to outside agencies by telephone or message. The EOM has authority to take immediate action in the areas of responsibility for which the EOC has been activated. In taking action, representative should ensure appropriate coordination with all the organizational elements represented.

c. Communications.

(1) Communications available to the EOC are as shown at appendix M. All telephone instruments have commercial capabilities.

(2) STU-III secure telephone is available in the EOC and will be used to discuss classified information.

(3) Facsimile transmission equipment is available in the EOC for transmission of unclassified information, for encrypted transmission by use of USKAC Code, or for classified information using KL-43D.

(4) A representative of Operations Division, Hydropower Branch (CEMRO-OP-H), will attend all exercise pre-briefings and operational briefings as EOM deems necessary.

(5) The communications center and radio room personnel will be briefed regularly on actions pertaining to exercises. Special emphasis will be placed upon the importance of prompt notification to the EOM/EOC of any communication outage.

(6) Communications personnel will arrange for alternate means of communications for the EOC in the event of disruption of service occurs. Transportation and the required physical security will be provided through the EOC priorities.

(7) Communications personnel will direct any questions pertaining to the emergency/exercise to the EOM/EOC shift leader on duty.

(8) No message communication shall be transmitted without the signature of the EOC shift leader or a designated individual.

d. Concept of Operations.

(1) The Chief, EM, will upon activation of the EOC assume the duties of EOM.

(2) The EOM is delegated the authority by the District Commander to take all actions necessary to provide command and control of the Omaha District which relate to the emergency/exercise that initiated the activation of the EOC.

(3) The EOM determines the degree of staffing/augmentation, full or partial required depending upon the nature and scope of the particular emergency/exercise.

(4) Each EOC representative will take appropriate action within their assigned functional responsibility, coordinate with representatives of other District organizational elements, and provide information to the EOM or EOC shift leader as required. Each representative will be responsible to call upon their own functional activities for additional guidance and assistance when necessary. Each district organizational element shall give appropriate priority to the requester. Each division or office chief will provide guidance to their representatives assigned to the EOC.

(5) During periods of activation, division and office chiefs will ensure they are knowledgeable with ongoing activities by attending scheduled briefings. It is the responsibility of the representatives assigned to the EOC staff to keep their CEMRO/division/office staff informed of on-going EOC activities.

(6) Each shift will be organized and controlled by the EOC shift leader. Upon assuming duty, each shift leader

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will make up a personnel shift roster as shown at appendix N. A copy of each badge number roster will be retained only until after the deactivation of the EOC.

(7) Each shift leader will ensure that continuity of operations is maintained. Each outgoing shift leader will ensure that the oncoming shift leader is briefed on the current situation.

(8) Personnel assigned to each shift will maintain and post appropriate and current display charts, and provides input to the briefing officer in preparation for the daily briefing.

9. Responsibilities.

a. Crisis Management Team (CMT).

(1) Each of the following shall designate a primary and alternate(s) to the CMT. The designated representative will act with full authority, in the absence of the division chief.

CEMRO-CD	CEMRO-LM	CEMRO-PD
CEMRO-CT	CEMRO-MD	CEMRO-RE
CEMRO-ED	CEMRO-OC	CEMRO-RM
CEMRO-HR	CEMRO-OP	CEMRO-SE
CEMRO-IM	CEMRO-PA	*CEMRO-SO

NOTE: The following integration occurs for both staff and functions under most emergency events:

*CEMRO-EE integrates into CEMRO-HR
*CEMRO-IR integrates into CEMRO-RM

(2) It is the responsibility of each division chief to ensure that all security clearance documentation is completed on all personnel they assign to the EOC for mobilization events. (Natural disaster generally do not require clearance.) Contact CEMRO-SE for clarification of specific issues on clearance documentation.

b. Construction Division.

(1) Receives general direction from Chief, Construction Division, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Manages the District's construction program, starting with the award of the contract to completion of the contract including control of supervision and inspection activities and technical guidance. Keeps Commander and staff appraised on all matters relating to civil and military construction.

(4) Provides continuity over the durations of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(5) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(6) Performs all other duties as assigned.

c. Contracting Division.

(1) Receives general direction from Chief, Contracting Division, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Serves as consultant and principal advisor to the District Commander and the District technical and supporting staff on all policy and procedural matters pertaining to acquisitions through contracting.

(4) Plans, directs, and exercises staff supervision over the performance of the contracting functions of the District. Maintains liaison with industry and other government agencies and departments concerning contracting matters.

(5) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(6) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(7) Performs all other duties as assigned.

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d. Emergency Management Division.

(1) Maintains liaison with higher headquarters, MACOMS, installations, other activities, applicable Federal, state, and local emergency service and disaster agencies as pertains to implementing policies and plans.

(2) Exercises staff supervision and take command action for notification of District staff elements and subordinate field office activities on defense conditions in accordance with existing OD EAP.

(3) Maintains all emergency plans and related documents pertaining to any emergency situation or event, includes either Domestic Emergencies or National Emergency Programs.

(4) Maintains the EOC in a ready condition at all times, especially during all periods of deactivation, with at least minimum essential operable equipment.

(5) Maintains complete filing system for all actions and activities of the EOC, includes working files and historic documentation.

(6) Provides assistance and/or advice to the District Commander, the District staff, the shift leader and the CMT on all matters pertaining to the emergency/exercise.

(7) Ensures that the EOC is adequately staffed with appropriately qualified personnel at all times during the emergency/exercise.

(8) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, mobilization, general war, and development plans.

(9) Performs all other duties as assigned and necessary for full performance of the EOC.

e. Engineering Division.

(1) Receives general direction from Chief, Engineering Division, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Serves as principal advisor to the District Commander and the District staff for the engineering aspects of

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all designs, studies, proposals, public and congressional inquiries of all civil and military programs.

(4) Provides technical support to the District missions, and directs, schedules, coordinates, and supervises all assigned engineering design work.

(5) Provides continuity over the durations of the EOC's effort; maintains a journal listing of action planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(6) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(7) Performs all other duties as assigned.

f. Information Management Office.

(1) Receives general direction from Chief, Information Management Office and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all information management and system development, and provides information support services.

(4) Assures communication center services are provided which include teletype, facsimile, and secure voice for all classified and unclassified message systems. Provides all educational requirements for preparation, documentation, and proper dissemination of all types message traffic.

(5) Assures all services are available for the design, development, and production of all required visual arts, graphics, and photography. Provides reproduction and printing services as required.

(6) Provides continuity over the durations of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader on significant accomplishments daily or as required.

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(7) Prepares applicable portions of command studies and plans in the support of emergency, contingency, mobilization, general war, and the basic development plans.

(8) Performs all other duties as assigned.

g. Logistics management Office.

(1) Receives general direction from Chief, Logistics Management Office, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all logistics activities and accomplishes all requests for services in the following categories: supply and personnel property management, transportation management, maintenance of office equipment and GSA vehicles, facilities management and services.

(4) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader on significant accomplishments daily or as required.

(5) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(6) Performs all other duties as assigned.

h. Office of Counsel.

(1) Receives general direction from District Counsel, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Renders all assistance and advice to the District Commander and the District staff on legal matters and accomplishes all litigation processes.

(4) Reviews and makes recommendations on all contractual instruments for legal sufficiency. Investigates and processes all contractual and non-contractual claims and appeals.

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(5) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides a written situation report (SITREP) on significant accomplishments to the shift leader daily or as required.

(6) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(7) Performs all other duties as assigned.

i. Operations Division.

(1) Receives general direction from Chief, Operations Division, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Responsible to the District Commander and the District staff for the direction of operations and maintenance programs of all Civil Works (funded under appropriation 96x3123, O&M general), including the multipurpose dams, flood control projects, bank stabilization and navigation projects, natural resource management activities, corps-operated local flood protection works, the inspection of all flood control projects, and other operating programs. On-site inspections are conducted to evaluate the effectiveness of operations.

(4) Assures radio communications services are available which include the Corps HF SSB Network utilizing both the Mackay System, the Division/District FM Radio Network and any required interface with local agency radio systems. Provides the necessary equipment and services to activate a portable radio system with the above network capability at ERS locations. Provides the necessary training for the proper documentation and dissemination of all radio traffic.

(5) Directs accomplishments of overhaul/repairs of serviceable material to support the District mission. Coordinates program changes and directs acceleration of schedule for overhaul as required to meet mission requirements.

(6) Provides analysis, studies and impact statements as to the effect that program changes will have on overhaul program/schedules as required.

(7) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned

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or taken to support the operation and provides input to the shift leader on significant accomplishments daily or as required.

(8) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(9) Performs all other duties as assigned.

j. Human Resource Office.

(1) Receives general direction from Chief, Human Resource Office, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all matters pertaining to civilian personnel management and administration.

(4) Plans and directs a civilian personnel management program to include workforce recruitment, training, position and pay management, management-employee relations, and incentive awards. Determines staffing needs based on statistical analysis concerning sources of employees.

(5) Administers legal, regulatory, and procedural controls established within federal personnel system.

(6) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(7) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(8) Performs all other duties as assigned.

k. Planning Division.

(1) Receives general direction from Chief, Planning Division, and/or the shift leader.

(2) Establishes liaison with higher headquarters,

MACOMS, installations, and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all civil works planning matters. Pursues a comprehensive water resources development program. Maintains surveillance of policy and legislation affecting civil works planning with other agencies and programs.

(4) Supervises the District activities in Flood Plain Management (FPM) ensuring efficient and effective use of all flood control projects. Assists in mitigation surveys requested by higher authorities.

(5) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(6) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(7) Performs all other duties as assigned.

1. Programs & Project Management Division.

(1) Receives general direction from Chief, Programs and Project Management Division, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Responsible for the preparation, submission, and maintenance of the civil works budgetary programs. Projects the impact on civil works activities resulting from pertinent legislation, programming or reprogramming decisions, directives by higher authority, and reprogramming or transfer of funds due to emergency event(s). Full consideration is given to consistency with existing policy.

(4) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader on significant accomplishments daily or as required.

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(5) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(6) Performs all other duties as assigned.

m. Public Affairs.

(1) Receives general direction from Chief, Public Affairs Office, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Serves as the principal advisor to the District Commander and the District staff on all public information matters.

(4) Prepares and disseminates news stories on topical subjects to the printed and electronic media, including local, county, state, and other Federal officials. Acts as liaison with reporters, providing them with information or contacting others in the District to supply information.

(5) Assists in the preparation of all briefing material for special briefings and/or briefings for visiting dignitaries.

(6) Monitors, print and broadcast news and editorial comments relating to USACE activities with special emphasis concerning the existing emergency conditions or situation.

(7) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(8) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(9) Performs all other duties as assigned.

n. Real Estate Division.

(1) Receives general directions from, Chief, Real Estate Division, and/or shift leader.

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(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all real estate matters, exercising staff supervision over all District real estate activities; and provides real estate support to other commands, agencies, and activities as directed. Provides legal advice on real estate matters for the District.

(4) Obtains rights of entry for use of lands and structures for both military and civil works projects, including maneuver permits for military requirements. Orders title evidence for real estate to be acquired by purchase, condemnation, relocation, or lease.

(5) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(6) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(7) Performs all other duties as assigned.

o. Resource Management Office.

(1) Receives general direction from Chief, Resource Management Office, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff on all matters dealing with manpower management and budgeting, finance and accounting, management analysis, and improvement activities within the District. Exercises general and staff supervision over resource management activities.

(4) Establishes necessary controls to assure that the use of funds is within the limits described on authorizing documents and statutory or administrative directives. Receives and allocates all military fund authorizations; performs fiscal review of, monitors or processes all requests

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for military funds or revocations thereof; receives and processes all military directive authorizations, restriction, utilization funds, and expenditures.

(5) Manages the operation of the Corps of Engineers Central Payroll Office advising the District Commander and staff, Division Commander and staff, and Chief of Engineers on matters relating to payroll accounting, tax accounting, payroll administration and policy, and payroll office operations.

(6) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(7) Prepares and accomplishes applicable portions of command studies and plans in support of the emergency, contingency, mobilization, general war, and development plans.

(8) Performs all other duties as assigned.

p. Safety & Occupational Health Office.

(1) Receives general direction from the safety and Occupational Health Manager, and/or shift leader.

(2) Establishes liaison with higher headquarters, MACOMS, installation and other activities in regards to implementing policies and plans.

(3) Provides staff supervision for all program areas including the specialized areas of construction safety, fire prevention and protection, motor fleet operations, Occupational Safety and Health Administration (OSHA), industrial hygiene, public safety and radiological safety/defense.

(4) Establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(5) Determines need for personal protective equipment and assists in determining criteria for procurement. Coordinates all actions on industrial hygiene surveys, hazardous materials inventories, hazardous occupational inventories, hazardous and toxic waste issues, as well as radiological defense.

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(6) Serves as the radiation protection officer and alternate leader for the radiological survey monitoring teams.

(7) Provides continuity over the duration of the EOC's effort; maintains a journal listing of actions planned or taken to support the operation and provides input to the shift leader, on significant accomplishments daily or as required.

(8) Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

(9) Performs all other duties as assigned.

q. Security and Law Enforcement Office.

(1) Receives general direction from the District Commander, and/or shift leader.

(2) establishes liaison with higher headquarters, MACOMS, installations and other activities as pertains to implementing policies and plans.

(3) Advises the District Commander and the District staff concerning the law and order program. Serves as the focal point for all intelligence and security matters. Monitors the current intelligence situation and provides the staff with pertinent information and briefings as required. Coordinates with intelligence efforts of different law enforcement agencies and the security office.

(4) Serves as operations security (OPSEC) point of contact and assists the District Commander in carrying out OPSEC responsibilities. Supervises and monitors the safeguarding of communications security (COMSEC) information.

(5) Serves as the focal point for the physical security of the EOC including personnel security clearance, document security and guidance on classification matters, interpretation and classification of security requirements or operational policies of the EOC.

(6) Provides continuity over the duration of the EOC's effort; maintains a journal listing of action planned or taken to support the operation and provide input to the shift leader on significant accomplishments daily or as required.

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(7) Performs all other duties as assigned.

r. Emergency Operations Center (EOC) Staff.

(1) General. Upon activation of the EOC, the following positions will make up an EOC staff that will work under the direction of the EOM to maintain continuity of operations and provide a total response to the emergency/exercise event. Personnel selected for these positions must be fully qualified and maintain the proper security clearance. The same organizational structure will accommodate the emergency relocation site (ERS) under a mobilization scenario when relocation to an ERS is ordered.

(2) EOC Officer-In-Charge (EOC-OIC). In most instances, the EOC-OIC acts as the District Commander's chief of staff.

(a) Coordination and supervision of the District staff during activation of the EOC.

(b) Directs the District staff's activities and coordinates actions.

(c) Represents the District Commander when authorized.

(d) Receives the District Commander decisions and ensures that they are implemented and accomplished.

(3) Emergency Operations Manager (EOM). Commands and controls the EOC as the direct representative of the District Commander and/or the OIC. The EOM has authority to represent the Commander in all actions, including:

(a) Making decisions on his behalf with respect to the conduct of the emergency response.

(b) Functioning in the absence of the District Commander with respect to immediate situation for which the EOC has been activated.

(4) Briefing Officer. Prepares and presents briefings for EOC personnel and members of the District staff as required. Reviews all incoming and outgoing traffic continually to be constantly aware of significant matters for briefing. Coordinates with the EOC representatives and the shift leader numerous times daily for items or matters that should be included in routine briefings, or highlighted in a

special briefing. Receives telephone inquiries (resolve routine matters) and refers calls to proper EOC staff. Exercises tact and discretion in furnishing information and in the disposition of calls. Prepares briefings for presentation to the executive staff as required.

(5) Shift Leader. Maintains coordination with the EOC staff to assure that the list of personnel assigned to the shift is current. Other duties include:

(a) Notifies all shift representatives to report to the EOC when informed of the EOC activation/augmentation.

(b) Assures that required staffing of the EOC is adequate to address the assigned missions.

(c) Reviews all incoming message traffic and assigns actions to appropriate EOC representative.

(d) Reviews all outgoing message traffic and signs release prior to dispatching.

(e) Initially screens all tasks and problems including telephone calls and visitors and refers to required action.

(f) Maintains personal knowledge of status of ongoing actions of interest to specific organizational elements, including the executive staff and higher headquarters.

(g) Assures that EOC representatives continually update charts, maps, and all related material displayed in the EOC.

(h) Ensures that all shift personnel have replacements on hand prior to release of individuals on outgoing shift. In the event of a "no-show," contacts key individual in parent organization for specific relief instructions and alternate replacement.

(i) Maintains a folder of special interest items for successive shift leaders to ensure continuity of operations. Items should include critical suspense actions or special instructions which are to reach all shift leaders, changes to procedures, major events which may pose problems for following shifts, and items deemed suitable for the daily briefing.

- (j) Receives general supervision from the EOM.
- (k) Ensures that adequate security procedures are implemented for the issue and control of identification badges to assigned staff elements and visitor as shown in appendix H.
- (l) Ensures, in conjunction with the security manager, that all EOC personnel comply with applicable security regulations.
- (m) Assures, in coordination with security manager, that necessary security personnel are available at the EOC.
- (n) Ensures that adequate document control and suspense files are established. Provides a current access list of EOC staff representatives and forwards to the security manager for verification of security clearance.
- (o) Supervises and assigns workload and priorities to EOC administrative staff.
- (p) Reviews all completed staff work before it is returned to action officers for signature. Delivers all signed documents to the document control clerk for posting to outgoing log. Provides outgoing messages to the communications center for transmission release.
- (q) Receives all incoming correspondence and messages, adhering to the procedures shown at appendix L.
- (r) Verifies that time and attendance records are maintained during activation of the EOC.
- (s) Establishes and monitors a suspense control procedure for all incoming/outgoing suspense messages.
- (t) Monitors and assures that administrative supplies are available and that equipment is in serviceable condition at all times for EOC personnel.
- (u) Assures that a staff sedan and driver are assigned to each shift during activation of the EOC.
- (v) Ensures that necessary custodial services are provided on a daily basis according to security classification of EOC.
- (w) After termination of emergency/exercise, assures that the EOC is returned to routine operation by re

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turning administrative supplies to EOC supply cabinet, and all waste material of a classified nature accumulated during the emergency/exercise is transferred to the EM staff for disposal.

(x) Receives telephone inquiries (resolve routine matters) and refers calls to proper EOC staff. Exercise tact and discretion in furnishing information and disposing of calls.

(6) Documents Control Clerk. Receives administrative direction from the shift leader. Establishes and maintain a document control register; prepares and accounts for all messages either on DA Form 1594 or on an automated form registry. Makes necessary distribution internally and assures control and accountability are maintained for all documents and messages. Maintains file copies of all documents. Coordinate works with other assigned clerical personnel and prepares necessary forms and assigns control number for incoming and outgoing documents as appropriate.

(7) Graphics Specialist. Receives instruction and work assignments from the shift leader. Reviews work assignments and makes final decision on proper layout and preparation. Make illustrations, charts, and other related material for the EOC staff elements. Coordinates work assignments with their staff element to obtain priority and expeditious handling of all materials, manpower, and facilities as required. Notifies shift leader when reporting for duty to ensure inclusion on the shift personnel roster. Performs other duties as assigned.

(8) Clerical Support. Receives work assignment from EOC staff. Priorities of work assignments will be made by the shift leader. Completes all actions received from the shift leader which include but are not limited to:

- (a) Preparation of correspondence and messages.
- (b) Reproducing necessary copies of documents and/ or correspondence utilizing available duplicating equipment.
- (c) Preparation of visual aids as required.
- (d) Responsible to the EOC staff for dissemination of messages and related functions.
- (e) Performs all other duties as assigned.

(9) EOC Command Vehicle Driver. Receives direct supervision from the shift leader. Maintains assigned vehicle

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in a state of readiness at all times. When not driving, remains on call. Performs other duties as assigned.

(10) Messenger. Receives direct supervision from the shift leader. Provides courier service for classified and unclassified documents. Assists in delivery of messages throughout the District during tour of duty when not tasked for courier service. Performs other duties as assigned.

(11) Security Guard(s). Receives direct supervision from the shift leader. Assumes guard post outside EOC during assigned shift as directed. Guard will coordinate with the shift leader before leaving the guard post at any time. Ensures only authorized individuals are allowed to enter the EOC.

(12) Other Organizations and/or Personnel. When required or requested, special assignment organizations or personnel will report to the EOC immediately and will work under the general or specific supervision of the shift leader or EOM.

10. Hours Of Duty And Pay.

(a) General. Civilian personnel required in the EOC on other than their normal tour of duty will be paid in accordance with established regulations applicable to the situation. Upon notification of an impending emergency or exercise, work schedule for affected personnel will be prepared in accordance with applicable regulatory requirements.

(b) Work Schedules. Unless otherwise directed during activation, the EOC will operate in three 8 hours shift. The EOM will determine the requirements and assign personnel to shifts.


(c) Pay. Regular and premium pay (overtime, night differential, holiday, etc,) will be paid as prescribed by appropriate regulations. All payroll documentation must be completed according to prescribed regulation by the employee's regular timekeeper.

11. Expense reporting. All costs associated with the emergency/exercise must be accumulated to ensure CEMRO-EM funding authorities are not exceeded. All divisions must report their total expenditures to the EON, on a daily basis.

Proper forms will be provided and all accounting procedures and instructions must be followed.

FOR THE COMMANDER:

21 Appendices
App A - EOC Operations Responsibility Assignments
App B - Emergency Organization Chart
App C - Activation Message
App D - Operations Center Staffing
App E - EOC Activation Checklist
App F - EOC Functional Layout
App G - Deactivation Message
App H - EOC Deactivation Checklist
App I - Daily Staff Journal
App J - Journal Entry Worksheet
App K - Instructions for Preparation of Journal Worksheet and Daily Staff Journal
App L - Message Handling Procedure
App M - Communication
App N - Personnel Shift Roster
App O - Security Identification System
App P - Time and Attendance Register
App Q - DEFCON Notification
App R - DF - Emergency Notification
App S - Optional Form 271 - Conversation Record
App T - DA Form 360 - Report of Authorized Official Toll Telephone Calls
App U - MRO Form 707 - Routing Slip


JOHN L. WHISLER, Jr.
LTC, EN
Deputy Commander

DISTRIBUTION:

A
B

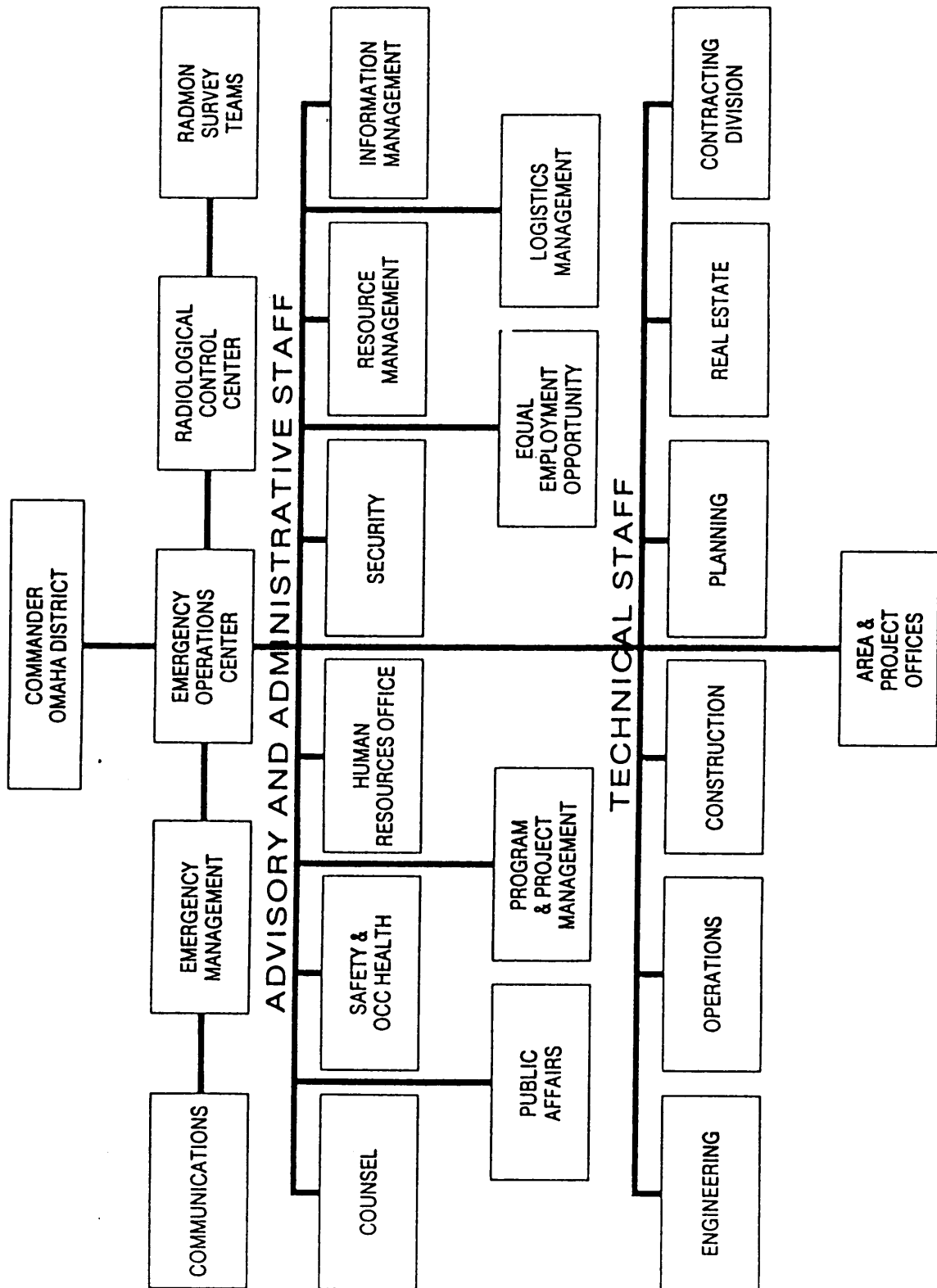
APPENDIX A

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EOC RESPONSIBILITY ASSIGNMENTS

EOC RESPONSIBILITY ASSIGNMENTS																			
LEGEND P = PRIMARY S = SECONDARY		FUNCTION	INFORMATION MGT LOGISTICS MGT CONSTRUCTION DIV ENGINEERING DIV EQ EMP OPP OFC EMER MGT DIV OFC OF COUNSEL OPERATIONS DIV PUBLIC AFFAIRS PROG & PROJ MGT DIV PLANNING DIV HUMAN RESOURCES OFC REAL ESTATE DIV RES MGT OFC CONTRACTING DIV SECURITY OFC SAFETY & OCC HEALTH																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Readiness of the EOC																	
		Alert Notification (DEFCON)																	
		Radio																	
		Telephones																	
		Teletype																	
		Facsimile																	
		Security																	
		Messenger/Courier																	
		Transportation																	
		Supplies																	
		Funds																	
		Maps																	
		Graphics																	
		Badges																	
		Custodial																	
		Clerical																	
		Briefing																	
		EOC Representatives																	

EMERGENCY ORGANIZATION CHART



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1 Aug 92

APPENDIX C

ACTIVATION MESSAGE

JOINT MESSAGEFORM										SECURITY CLASSIFICATION																		
										UNCLASSIFIED																		
PAGE	ORIG/REL/ASST TIME			PRECEDENCE		CLASS	SPECIAL	IME	CIC	ORIG/MSG IDENT																		
	DATE TIME	MONTH	YR	PCT	INFO																							
11 of 01	001702Z	JAN	92	PP	PP	UUUU		AT	ZYUW																			
1000	MESSAGE HANDLING INSTRUCTIONS																											
10																												
<p>FROM: CDR USAED OHAIHA NE//CEMRO-EM//</p> <p>TO: ZEN CDR USAEDIIR OHAIHA NE//CEIIRD-110-E//</p> <p>INFO ZEN CDR USAED KANSAS CITY MO//CENRK-EM//</p> <p>ZEN CDR USAED ROCK ISLAND IL//CENCR-EM//</p> <p>ZEN CDR USAED ST PAUL MN//CENCS-EM//</p> <p>ZEN CDR USAED SEATTLE WA//CENPS-EM//</p> <p>ZEN CDR USAED WALLA WALLA WA//CENPW-OP-EM//</p> <p>ZEN CDR USAED SACRAMENTO CA//CESPK-EM//</p> <p>ZEN CDR USAED ALBUQUERQUE NM//CESWA-CO-E//</p> <p>ZEN CDR HQUSACE WASH DC//CECW-OE//</p> <p>UNCLAS</p> <p>SUBJECT: EOC ACTIVATION</p> <p>THE OHAIHA DISTRICT EOC HAS BEEN ACTIVATED ON A TWENTY FOUR HOUR BASIS EFFECTIVE 001700Z JANUARY 1992. THE TELEPHONE NUMBERS ARE AS FOLLOWS. THE FTS PREFIX IS 064.</p> <p>EOC COORDINATOR: 402-221-3100 STU III: 402-221-4766/4273</p> <p>FAX: 402-221-4257 SECURE FAX: 402-221-4751</p> <p>UNCLAS</p>																												
<p>DISTR:</p> <table border="0"> <tr> <td>CENRO-DE</td> <td>CENRO-EE</td> <td>CENRO-LH</td> <td>CENRO-OP</td> <td>CENRO-PA</td> <td>CENRO-SO</td> </tr> <tr> <td>CENRO-CD</td> <td>CENRO-ED</td> <td>CENRO-IH</td> <td>CENRO-PD</td> <td>CENRO-RE</td> <td>CENRO-SE</td> </tr> <tr> <td>CENRO-CT</td> <td>CENRO-HR</td> <td>CENRO-OC</td> <td>CENRO-ID</td> <td>CENRO-RH</td> <td></td> </tr> </table>											CENRO-DE	CENRO-EE	CENRO-LH	CENRO-OP	CENRO-PA	CENRO-SO	CENRO-CD	CENRO-ED	CENRO-IH	CENRO-PD	CENRO-RE	CENRO-SE	CENRO-CT	CENRO-HR	CENRO-OC	CENRO-ID	CENRO-RH	
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CENRO-CT	CENRO-HR	CENRO-OC	CENRO-ID	CENRO-RH																								
<p>BRASSER TYPED NAME TITLE OFFICE SYMBOL PHONE</p> <p>J. SMITH, CHIEF, CENRO-EM, 4148</p>						<p>SPECIAL INSTRUCTIONS</p>																						
<p>TYPED NAME TITLE OFFICE SYMBOL AND PHONE</p> <p>J. SMITH, CHF, CENRO-EM, 4148</p>						<p>SECURITY CLASSIFICATION</p>																						
<p>DATE TIME GROUP</p>						<p>DATE TIME GROUP</p>																						

DD FORM 1373/2 (OCT)

PREVIOUS EDITION IS OBSOLETE
S/N 6102 (F 000 1710)

U.S. GOVERNMENT PRINTING OFFICE: 1985-558-269

APPENDIX D

OPERATIONS CENTER STAFFING

1. Purpose. To identify staffing for the EOC during periods of activation.
2. Non-Shift Personnel. Those members of the EOC staff not required to be in the EOC on a regular basis but as required.

NON-SHIFT PERSONNEL

<u>EOC POSITIONS</u>	<u>SOURCE</u>
Executive Office	as appropriate
Division/Separate Office Chief	as appropriate *
Chief, Information Management	CEMRO-IM
Chief, Contracting Division	CEMRO-CT
Chief, Planning Division	CEMRO-PD
Briefing Officer/Public Affair	CEMRO-PA
Security Officer	CEMRO-SE

* These positions will be filled by the Chief of the appropriate division.

SHIFT PERSONNEL

<u>EOC POSITION</u>	<u>SOURCE</u>	<u>PER SHIFT</u>
Representative	CEMRO-CD	1
Representative	CEMRO-CT	1
Representative	CEMRO-ED	1
Representative	CEMRO-EE	1 **
Representative	CEMRO-HR	1 **
Representative	CEMRO-IM	1
Representative	CEMRO-LM	1 **
Representative	CEMRO-MD	1
Representative	CEMRO-OC	1
Representative	CEMRO-OP	1
Representative	CEMRO-PA	1 **
Representative	CEMRO-PD	1 **
Representative	CEMRO-RE	1
Representative	CEMRO-RM	1
Representative	CEMRO-SE	1 **
Representative	CEMRO-SO	1
Secretary/Stenographer	CEMRO-EM	1

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<u>EOC POSITION</u>	<u>SOURCE</u>	<u>PER SHIFT</u>
Document control clerk	CEMRO-EM	1
Radio operator	CEMRO-OP	1
Comm equip operator	CEMRO-IM	1
Graphics specialist	CEMRO-IM	1 **
Radio operator	CEMRO-OP	1 **
Messenger/courier	CEMRO-IM/LM	1 **
Guards	CEMRO-SE	1 ***
Typists	CEMRO-HR	1

** Individuals designated for this position will report to the EOC only "ON-CALL."

*** Guard personnel will be required only when the EOC is activated for other than exercise purposes.

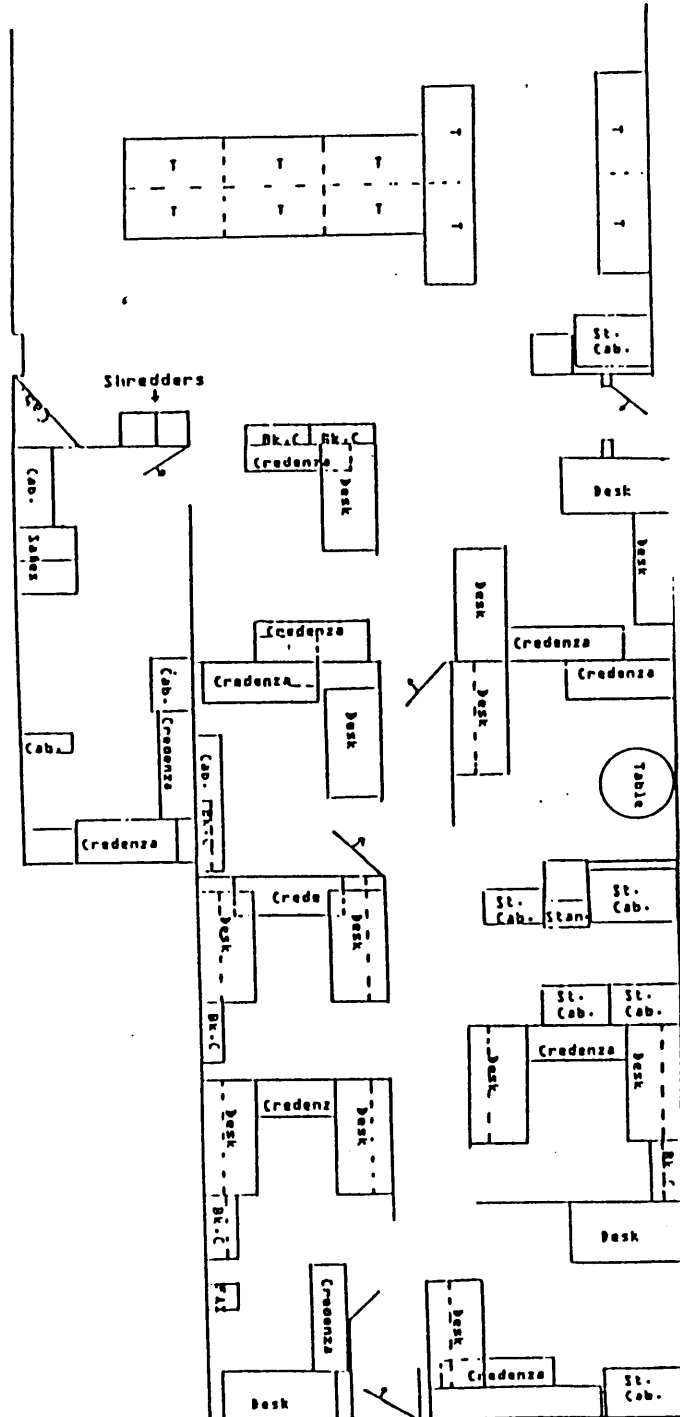
1 Aug 92

APPENDIX E

EOC ACTIVATION CHECKLIST

1. The EOM on his authority or as instructed from higher command may recommend activation of the EOC.
2. The EOM issues the EOC Activation Order.
3. The EOM determines staffing requirements.
4. Emergency Management staff calls all "shift" and "non-shift" personnel as directed by the EOM.
5. Each individual staff representative is responsible for notifying his/her replacement on the other shift, and for ascertaining that they will be available at the regular shift changeover time.
6. The EOM will dispatch an activation message to Directorate of Military & Construction and Operations, Emergency Management Division (CEMRD-MO-E) with information going to all District subordinate activities.
7. In coordination with staff element representatives, the EOC shift leader will ensure that appropriate plans, directives, and other documents are available in the EOC.
8. The shift leader will notify the radio communications facility and the communication center that the EOC has been activated. Specific message processing requirements will be provided to the communication center. He/she will also provide names, clearances, and signatures to the communication center for individuals authorized to release or sign for messages.
9. The shift leader and document control clerk will establish a document control register (appendix L).
10. The secretary/stenographer will establish necessary file folders.
11. The shift leader will post work schedules.
12. The EOM contact the Executive Office for time and location of briefings and attendees.
13. The shift leader will make necessary arrangements for reproduction equipment used by the EOC staff, and will arrange for guard personnel at outer entrance to the EOC. Will also ensure that guard instructions are prominently posted.

APPENDIX F
EOC FUNCTIONAL LAYOUT



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APPENDIX G

DEACTIVATION MESSAGE

JOINT MESSAGEFORM				SECURITY CLASSIFICATION																					
				UNCLASSIFIED																					
PAGE	DATE	TIME	FROM	TO	INFO	ATTN	OTHER																		
01.01	081902Z	JAN 92	PP	PP	UUUU	AT	ZYUW																		
MESSAGE HANDLING INSTRUCTIONS																									
<p>FROM: CDR USAEDNR OMAHA NE//CEMRO-EM//</p> <p>TO: ZEN CDR USAEDNR OMAHA NE//CEMRD-CO-E//</p> <p>INFO ZEN CDR USAED KANSAS CITY MO//CEMRK-EM</p> <p>ZEN CDR USAED ROCK ISLAND IL//CENCR-EM//</p> <p>ZEN CDR USAED ST PAUL MN//CENCS-EM//</p> <p>ZEN CDR USAED SEATTLE WA//CENPS-EM//</p> <p>ZEN CDR USAED WALLA WALLA WA//CENPW-OP-EM//</p> <p>ZEN CDR USAED SACRAMENTO CA//CESPK-EM//</p> <p>ZEN CDR USAED ALBUQUERQUE NM//CESWA-CO-E//</p> <p>ZEN CDR HQUSACE WASH DC//CECW-OE//</p> <p>UNCLAS</p> <p>SUBJECT: EOC DEACTIVATION</p> <p>THE OMAHA DISTRICT EOC HAS BEEN DEACTIVATED EFFECTIVE 081900Z JANUARY 1992.</p> <p>UNCLAS</p>																									
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<p>J. Smith, CHIEF, CEMRO-EM, 4148</p>																									
<p>J. SMITH, CHIEF, CEMRO-EM, 4148</p> <p><i>J. Smith</i></p>																									

DD FORM 1727 (10-81)

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APPENDIX H

EOC DEACTIVATION CHECKLIST

The EOM will:

1. Dispatch deactivation message.
2. Ensure that logs and files have been closed out.
3. Determines disposition of classified material.
4. Notify the radio communications facility and the communications center of the deactivation of the EOC with instructions on disposition of future incoming message.
5. Prepare an after-action report, to include lessons learned. Present critique to executive group and/or other interested organizational elements.
6. Ensure that classified waste are destroyed.
7. Ensure that all status boards have been erased and maps returned to donors.
8. Notify all participating activities and individuals of date and time of closing of the EOC.
9. Ensure that all EOC administrative maps, supplies, plans, directives, etc, are returned to the rightful place.
10. Make arrangements for final cleaning of the EOC.

APPENDIX J

JOURNAL ENTRY WORKSHEET
SAMPLE FORMAT

SOURCE REFERENCE (MSG, TELECON, ETC) _____

JOURNAL CROSS REFERENCE NUMBER _____

INITIATOR OF REQUIREMENT:

ORGANIZATION _____

NAME OF PERSON _____

TELEPHONE NUMBER _____

NATURE OF REQUIREMENT:

ACTION TAKEN:

ACTION OFFICER: _____

ADMIN ACTION (COMPLETE BY SHIFT LEADER)

POST TO DAILY STAFF JOURNAL

ENTER SITUATION REPORT

POST ON STATUS SUSPENSE BOARD

JOURNAL ENTRY NUMBER ESTABLISHED _____

APPENDIX K

INSTRUCTIONS FOR PREPARATION OF JOURNAL ENTRY WORKSHEET
AND DAILY STAFF JOURNAL

1. Journal Entry Worksheet. A worksheet will be completed on all significant actions taken by any member of the EOC staff. The sheet will be prepared in duplicate, written or typed, as desired. Both copies will be passed on to the shift leader for his/her information and inclusion in the daily staff journal/daily SITREP. The shift leader will complete entries in lower blocks entitled "ADMIN ACTION", then pass both copies to the secretary/stenographer, who will assign a journal entry number to the worksheet and return the second copy to the staff representative for file retention. The number one copy will be retained by the shift leader for posting in the daily staff journal and file retention. All entries should be clear and concise to ensure understanding by other personnel on duty in the EOC. A copy of the worksheet is at appendix J.

2. Daily Staff Journal. A daily staff journal will be maintained from 0001 to 2400 hours, local time, daily. This journal will be prepared by the shift leader. All entries will be made in local time with the ZULU time indicated in parenthesis above each entry. All columns on the daily staff journal are self-explanatory (example at appendix I).

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APPENDIX L

MESSAGE HANDLING PROCEDURE

1. General.

a. All incoming messages addressed to the EOC will be delivered to the EOC.

b. The shift leader, in coordination with the document control clerk, will establish and IN and OUT message control log, using DA Form 1594, where all messages will be posted and controlled by the document control clerk.

2. Incoming Classified and Unclassified Messages.

a. The document control clerk will enter a log number from the incoming control log on the lower right corner of each incoming message. The log number assigned to the message and the document control number assigned to messages will be entered in column 1 of the DA Form 1594. Information to complete the remaining columns of the form will be taken from the message. The log will indicate a security classification of the message by inserting the classification in parenthesis. Final distribution of the message will also be entered in the log.

b. The document control clerk will maintain a record on any messages that are transferred out of the EOC.

c. When the document control clerk has completed logging the incoming message, the message will be referred to the shift leader. When action has been completed on the message or at the discretion of the shift leader, the message will be filled by the document control clerk.

d. If a classified action document must be retained at a functional desk for more than a single shift, the document control clerk may reproduce a working copy, using the EOC copier. The copy will be recorded in the control log. The copy will be properly marked with a DA label of appropriate security classification. The copy can be retained at the functional desk until action is completed. The document will be returned to the document control clerk for disposal.

3. Outgoing Classified and Unclassified Messages.

a. The document control clerk will log all outgoing messages in the same manner as outlined in paragraph 2 above.

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b. All EOC originated messages drafted by action officers whether in the EOC or at a duty station work desk, will include the staff element symbol (i.e., CEMRO-EM, CEMRO-IM, CEMRO-RM, etc.)

APPENDIX M
COMMUNICATIONS

1. Representatives of Information Management Office, Information Support Services Branch, Communication Center (CEMRO-IM-SCC) and CEMRO-OP-H will attend all pre-briefing and exercise briefings during an exercise.
2. CEMRO-IM-SCC and radio room personnel will be briefed pertaining to exercise play with special emphasis on prompt notification to the EOC of any communication outage.
3. CEMRO-IM-SCC personnel will arrange for alternate means of communication for the EOC during any downtime. Transportation and the required security will be provided by the EOC.
4. CEMRO-IM-SCC personnel will initial DA Form 1594 as certification of receipt for classified message traffic.
5. Questions pertaining to exercise communications will be directed to the EOC shift leader on duty.
6. It is important to note that no messages (TWX or radio) are to be transmitted by CEMRO-IM-SCC or radio room without written approval by the EOC shift leader.

APPENDIX N
PERSONNEL SHIFT ROSTER
SAMPLE FORMAT

SHIFT HOURS: _____ DATE: _____

	<u>PRINTED NAME</u>	<u>EOC BADGE NO.</u>	<u>TELEPHONE NUMBER</u>
SHIFT LEADER	_____		
EOM/OIC	_____		
BRIEFING OFCR	_____		
CEMRO-IM REP	_____		
CEMRO-CT REP	_____		
CEMRO-CD REP	_____		
CEMRO-ED REP	_____		
CEMRO-EE REP	_____		
CEMRO-EM REP	_____		
CEMRO-HR REP	_____		
CEMRO-MD REP	_____		
CEMRO-OC REP	_____		
CEMRO-OP REP	_____		
CEMRO-PA REP	_____		
CEMRO-PD REP	_____		
CEMRO-RE REP	_____		
CEMRO-RM REP	_____		
CEMRO-SE REP	_____		
CEMRO-SO REP	_____		
DOCUMENT CLERK	_____		

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	<u>PRINTED NAME</u>	<u>EOC BADGE NO.</u>	<u>TELEPHONE NUMBER</u>
SECRETARY	_____		
TYPIST	_____		
GRAPHICS	_____		
MESSENGER	_____		
GUARD	_____		
DRIVER	_____		
RADIO OPERATOR	_____		
COMM EQUIP OPR	_____		
OTHER	_____		

APPENDIX O

SECURITY IDENTIFICATION

1. To Prescribe the security identification system and access procedures for the EOC.

2. General.

a. The shift leader is responsible for the internal security of the EOC.

b. Security control for the EOC is accomplished by issuance of special identification badges to all personnel entering the EOC. Badges will be worn in full view, above the waist, at all times within the EOC complex. The shift leader is the issuing and controlling authority for EOC access identification badges.

c. Upon entry to the EOC, personnel will be issued an access identification badge.

NOTE: No one will be permitted entry to the EOC without the proper badge!

3. Clearance Requirements.

a. All personnel requiring access to the EOC will possess the appropriate security clearance.

b. A specific "need-to-know" determination on an individual basis will be criteria for establishing an access list.

c. A clearance certification roster for personnel whose duties necessitate frequent access to the EOC will be provided to the shift leader by respective divisions, offices, and project offices. Individuals not listed on access rosters, but requiring access to the EOC complex will be cleared by shift leader after certification that the individual possesses the proper clearance and a need to enter the EOC.

d. Personnel who are not properly cleared, but must be granted access to the EOC complex, will be escorted by a staff member assigned to the EOC.

4. Badges. See sample.

a. Color coded EOC badges will be issued as follows:

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24-Hour, two shift

1st shift, 0530 - 1800: RED

2nd Shift, 1730 - 0600: BLUE

24-Hour, three shift

1st shift, 0600 - 1430: RED

2nd shift, 1400 - 2230: BLUE

3rd shift, 2200 - 0630: GREEN

b. Badges will be retained in the EOC.

5. Procedure. Guard located outside EOC main entrance will:

a. Challenge all personnel requesting entrance to the EOC to assure individuals have proper identification (military or civilian ID).

b. Maintain personnel access list.

c. Maintain and ensure proper entries in the sign-in/sign-out attendance roster (printed name and signature of personnel - appendix P).

SAMPLE OMAHA DISTRICT
EOC IDENTIFICATION BADGE

PRINTED ON WHITE BACKGROUND

RED.....1st SHIFT

BLUE.....2nd SHIFT

GREEN.....3rd SHIFT

BLACK NUMERALS

EOC TIME AND ATTENDANCE REGISTER

SAMPLE FORMAT

DATE: _____ SHIFT: _____

[illegible]

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APPENDIX Q

DEFCON NOTIFICATION

1. The Omaha District Emergency Action Procedure (OD EAP) (U) contains guidance to be followed for DEFCON notification and/or changes. As a general rule, all DEFCON data are classified SECRET and must be handled in strict compliance with appropriate security regulations.
2. A memorandum will be handcarried to each division/office chief. Completed actions will be telephonically reported to the EOC for appropriate journal entry.

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APPENDIX R

EMERGENCY NOTIFICATION
SAMPLE MEMORANDUM

CEMRO-EM (500)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Notification

1. The following message from MRD is furnished for your information and necessary action: "REFER TO PARAGRAPH _____, ANNEX A, APPENDIX 4, OD EMERGENCY ACTION PROCEDURES (OD EAP), EFFECTIVE _____ Z _____ 19 _____" and execute paragraph 6, annex C, appendix 4, OD EAP.

2. Report completion of required actions.

CURTIS D. MUSGRAVE
Chief, Emergency Management
Division

DISTRIBUTION:

Chief, CEMRO-RE
Chief, CEMRO-EE
Chief, CEMRO-SO
Chief, CEMRO-SE
Chief, CEMRO-MD
Chief, CEMRO-HR
Chief, CEMRO-IM
Chief, CEMRO-PA
Chief, CEMRO-ED
Chief, CEMRO-CT
Chief, CEMRO-RM
Chief, CEMRO-CD
Chief, CEMRO-PD
Chief, CEMRO-OP
CEMRO-EX
District Counsel, CEMRO-OC

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1 Aug 92

APPENDIX S

OPTIONAL FORM 271 - CONVERSATION RECORD

CONVERSATION RECORD			TIME 10:00 A.M.	DATE 25 March 1992
TYPE		<input type="checkbox"/> VISIT	<input type="checkbox"/> CONFERENCE	<input checked="" type="checkbox"/> TELEPHONE
		<input type="checkbox"/> INCOMING <input checked="" type="checkbox"/> OUTGOING		
Location of Visit/Conference:				
NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU	ORGANIZATION (Office, dept., bureau, etc.)	TELEPHONE NO.		
CURTIS D. MUSGRAVE	CENRO-EM	221-4148		
SUBJECT				
Briefing for District Commander				
ROUTING				
		NAME/SYMBOL	INT	
SUMMARY				
1. Want situation briefing for the District Engineer, Omaha District,				
at 09:00 A.M., 26 March 1992 in the Emergency Operations Center.				
2. Confirm time, date, and location.				
ACTION REQUIRED				
NAME OF PERSON DOCUMENTING CONVERSATION		SIGNATURE	DATE	
Herbert Davis Jr.			25 March 1992	
ACTION TAKEN				
Copy given to Division/Office Chiefs on 25 March 1992.				
SIGNATURE		TITLE	DATE	
CURTIS D. MUSGRAVE		Chief, Emergency Mgmt Div	25 March 1992	

90271-101 ★ U.S. G.P.O. 1985-485-494 CONVERSATION RECORD OPTIONAL FORM 271 (12-75) DEPARTMENT OF DEFENSE

DM 500-1-2
1 Aug 92

APPENDIX U

MRO FORM 707

OFFICE OF THE COMMANDER OMAHA DISTRICT		
CEMRO COMMANDER DE DEPUTY DIST ENGR DP DEPUTY CDR HIW DD DEPUTY CDR NW DM DEPUTY CDR AF OA EXECUTIVE ASSISTANT EA Secretary	CEMRO INFORMATION MGT OFC IM Info Regmt & Plan Br IM-P Info Ingt & Ingt Br IM-I Operations Sec IM-IO Programming Sec IM-IP Customer Assistance Br IM-C Records Management Sec IM-CT Mailroom Library IM-CL Info Support Services Br IM-S Micrographics IM-SMG Communications Cl IM-SCC Reproduction Sec IM-SR Visual Information Sec IM-SV Photo IM-SVP	CEMRO RES CON AUD OFC OMA CEMRO-AO-O REAL ESTATE DIVISION RE Acquisition Br RE-A Appraisal Br RE-E Mgt & Disposal Br RE-W Planning & Control Br RE-P
CONSTRUCTION DIV CD Contract Admin Br CD-C Quality Assurance Br CD-Q	OFFICE OF COUNSEL OC	RESOURCE MANAGEMENT OFC RM Budget & Manpower Br RM-B Central Payroll Br RM-C Finance & Acctg Br RM-F Management Analysis Br RM-M Suggestions RM-N
CONTRACTING DIVISION CT Smt & Divest Br UM CT-DB Adv & Awards Br CT-A Contracts Br CT-C Procurement Br CT-P	OPERATIONS DIVISION OP Hydropower Br OP-H Program Execution Br OP-E Main Eng Br OP-M Nat Res Mgt Br OP-N Regulatory Br OP-R	SAFETY & OCC HEALTH OFC SO
EEO OFFICER EE	PLANNING DIVISION PD Economics Social Anal Br PD-E Envt Anal Br PD-M Flood Plain Mgt Sec Br PD-F Project Development Br PD-A Plan Formulation Br PD-P	SECURITY & LAW ENFCM OFC SE
EMERGENCY MGT DIV EM	PROG & PROJ MGT DIV MD Chn Works Br MD-C Prog Mgt Sec MD-CP Proj Mgt Sec MD-CM Military Br MD-M Prog Control Sec MD-MP Proj Mgt Sec MD-MM Haz and Tox Waste Br MD-H Army Sec MD-HA Air Force Sec MD-HF Superfund Sec MD-HS	AREA OFFICES Badger CD-BA Black Hills CD-BH Fort Crook CD-FC Rocky Mountain CD-RM
ENGINEERING DIVISION ED Drafting Br ED-A Civil Eng Br ED-C Design Br ED-D Envt (SUPERVISE) Br ED-E Geotechnical Br ED-G Hydrologic Br ED-H Military Br ED-M Special Projects Br ED-S Value Eng Br ED-V	PUBLIC AFFAIRS OFC PA	PROJECT OFFICES Big Bend OP-BB Fort Peck OP-PP Fort Randall OP-FR Garrison OP-GA Gavins Point OP-GP Missouri River OP-MR Salt Creek/Paple OP-SC Oahe OP-OA Titi-Lakes OP-TL
HUMAN RESOURCES HR Design Br HR-D Development Br HR-E Services Br HR-S Incent Anals HR-SI	LAKE OFFICES Lewis & Clark OP-LC Lake Francis Case OP-LF Lake Sharpe OP-LR Lake Oahe OP-LO Lake Sakakawea OP-LK Fort Peck OP-LP	
LOGISTICS MGT OFC LM Supply and Transp Br LM-S Stockroom LM-SS Facilities and Services Br LM-F		
INTERNAL REVIEW OFC IR		
MISSOURI RIVER DIVISION KANSAS CITY DISTRICT ATTENTION SUSPENSE DATE REMARKS:		
<div style="text-align: center; font-size: 48px; font-weight: bold;">SAMPLE</div>		
FROM (Office)	NAME/PHONE	DATE

MRO FORM 707

PREVIOUS EDITION WILL BE USED UNTIL SUPPLIES ARE EXHAUSTED.

USE REVERSE SIDE



DEPARTMENT OF DEFENSE
DEFENSE AUTOMATED PRINTING SERVICE
215 NORTH 17TH STREET
OMAHA, NEBRASKA 68102-4978

12370
01 Apr 97

IN REPLY
REFER TO

Director, Defense Automated Printing Service (DAPS)-Omaha

MEMORANDUM FOR: Director, Defense Automated Printing Service -Scott AFB, IL.

SUBJECT: Appointment of Automated Data Processing (ADP) Security Officer and Alternate

1. Effective 01 Apr 97, the following are appointed ADP Security Officer and Alternate for DAPS, Omaha facilities:

PRIMARY: Jerry A. Morgan

ALTERNATE: Robert W. Doane

2. This supersedes DAPS, Omaha letter dated 12 Sep 95.


J. A. MORGAN
Director

Copy to
Personnel

CAN DO RIGHT NOW